POSITION DESCRIPTION

TITLE: Preventive Maintenance Locksmith
LOCATION: Maintenance
REPORTS TO: Manager, Maintenance
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Manager, the Preventive Maintenance Locksmith will perform general and preventive maintenance at all District Facilities specifically but not limited to the area of Locks and hardware. This position will also be responsible for assisting with any other areas as needed.

ESSENTIAL FUNCTIONS:
1. Communication effectively with staff and the general public in person, by telephone, via e-mail, and in writing.
2. Perform general and preventive maintenance on all lock and hardware functions.
3. Assist with structural issues as requested.
4. Order supplies as necessary
5. Give estimate on work projects.
6. Perform first aid/CPR when necessary.
7. Establish and maintain records of work performed.
8. Read blue prints as necessary.
9. Travel from location to location in order to accomplish tasks.
10. Successfully complete all required district training within a timely manner.
11. Must comply with all district and government safety regulations.

Specific Duties
1. Perform preventive maintenance on all hardware/locksets.
2. Cut keys from blanks for all key systems.
3. Ability to pin lock cylinders to master key system.
4. Assist building principals in maintaining proper key systems.

OTHER RESPONSIBILITIES:
1. May carry a pager and be called back to work after regular hours to perform special service as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Walking (66-100%)
- Bending/Stooping (66-100%)
- Lifting/Carrying Up to 75 lbs (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Speaking (66-100%)
- Standing (66-100%)
- Acceptable Attendance
- Pushing/Pulling (33-66%)
- May be required to work outdoors in inclement weather
- Vision (66-100%)
- Driving (66-100%)
- Climbing (33-66%)
- Exposure to noise

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. A minimum of two years of locksmith experience and two years of locksmith trade school, or Journey-level locksmith status.
2. Demonstrated ability to communicate effectively with staff and general public with a positive attitude.
3. Willingness to be called back to work after regular hours to perform special service as needed.
4. Knowledge or willingness to learn computer skills.
5. Demonstrated organizational skills and the ability to follow through.
6. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above.
7. Must be able to understand both oral and written communications and carry out directions as specified.
8. Must possess or be able to acquire a first aide/CPR card within 30 days of employment.
9. Must have the ability to read and understand blue prints.
10. Must possess a good math aptitude.
11. Must be able to travel from location to location in order to accomplish tasks.
12. Must possess a valid driver’s license and must be able to provide a current driving abstract.
13. Must be able to obtain a Commercial Driver’s License (CDL).
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________  Date: ________________

District: ___________________________  Date: ________________

Revised Date: 10/10/2013
Classification: Maintenance
Class: Preventative Maintenance
Display on Web? Yes

Preventive Maintenance Locksmith